

Call to Order:

The meeting was called to order at 7:35 pm. Present were Chairman, Paul Salafia, and members, Linn Anderson, Selena Goldberg, Vincent Chiozzi, John McDonnell (arrived at 8:20 pm), and associate member Joan Duff; also present were Director of Planning, Paul Materazzo, Senior Planner Lisa Schwarz, and Planner, Jacki Byerley.

340 Salem Street:

The Board opened the public hearings that were continued from the September 23rd meeting on an application by Piotr & Dorothy Romanus for a Definitive Subdivision Plan and a Special Permit for Earth Movement located at 340 Salem Street. Ms. Byerley noted that the requested conventional subdivision plans have been submitted but have not been reviewed by town departments or the peer consultant. William MacLeod of Andover Consultants, representing the applicant, noted that they have designed a conventional subdivision and the roadway is in the same location on both designs. He also reviewed the drainage, the detention basin and the water main loop via an easement on the Brown property for the conventional subdivision. He noted that they are only creating one new house lot. Mr. Macleod also noted that a homeowners' association would not be necessary in the low-impact development plan. He stated that the fire department had no life safety issues with the low-impact development. Ms. Byerley noted that they are waiting for the peer review on both the conventional and low-impact subdivision plans. Mr. Sievers, of 332 Salem Street, questioned who reviewed the center line distances. Ms. Byerley noted that the planning staff reviewed that information. Attorney Robert Lavoie, representing the abutters of 328 Salem Street, questioned if the peer review comments would be available to the public and if the slope requirements is being met. Mr. MacLeod reviewed the HOA and why it is required for the conventional subdivision and noted that the slope and all zoning requirements are being met. Jean Lacroix of 328 Salem Street expressed concern about the possibility of an increase in runoff. Chairman Salafia noted that the runoff cannot increase due to a development. On a motion by Ms. Anderson and seconded by Ms. Goldberg the Board voted to continue the public hearings on an application by Piotr & Dorothy Romanus for a Definitive Subdivision Plan and a Special Permit for Earth Movement located at 340 Salem Street until November 25, 2008 at 9:00 p.m. **Vote** Unanimous (5-0)

21-23 Lupine Road:

The Board opened the discussion on an application by J&B Realty Trust for a site plan review for a proposed 2,268 s.f. storage/office commercial building located at 21-23 Lupine Road. Ms. Byerley noted the applicant is proposing a LEED certified green building. She stated that ESS Group is conducting a peer review for the Conservation Commission and asked whether the Board wanted to be copied on the Conservation Commission review or to conduct their own. The Board agreed that a second peer review was not necessary in this instance. Jack McQuilkin of JM Associates Civil Engineering Consultants, representing the applicant, discussed that application and gave an overview of the project location, vernal pool, Conservation filing, access/egress to the site, and the drainage and erosion control plan. Mr. McQuilkin noted that the applicant has proposed 17 parking spaces for the project. Dean Chongris of Watson Family Trust discussed the energy efficient features of the proposed green building and reviewed the bio-filtration system and bio-swales. He noted if the bio-swales are not maintained properly it will still function properly. He noted the design is a replica of an 1800 barn and will use 1/3 less

21-23 Lupine Road (cont.):

energy than a conventional building. Mr. Chongris also reviewed the building material, including the roof material, and he stated that heating and cooling needs would be reduced by 30%. The Board had questions about air circulation with Styrofoam as a building material, and also asked what type of business would occupy the building. Mr. Chongris noted that there would be vents in the floor, roofs and a heat exchanger to manage air circulation, and he said that they are marketing it for professional uses, not a contractor's yard. Ms. Byerley reviewed her memo to the Board dated October 23, 2008 including comments from the IDR conducted on October 28th. She also reviewed DPW's memo to the Board dated October 28th and noted that all lighting has to be shown on the plans. The Board noted that they wanted every type of lighting on the site shown on the plan including any landscape, accent and building lighting. On a motion by Ms. Anderson seconded by Ms. Goldberg the Board voted to continue the discussion on an application by J&B Realty Trust for a site plan review for a proposed 2,268 s.f. storage/office commercial building located at 21-23 Lupine Road until December 9, 2008 at 8:00 pm. **Vote** Unanimous (5-0)

Murray Hill Estates:

On a motion by Ms. Anderson seconded by Mr. McDonnell, the Board voted to extend the Performance Guarantee for Murray Hill Estates Subdivision until December 9, 2009. **Vote** Unanimous (5-0)

Shattuck Road:

On a motion by Ms. Anderson seconded by Mr. McDonnell the Board voted to extend the Special Permit PS97-32-02 to Boston Properties through November 14, 2009. **Vote** Unanimous (5-0)

Minutes:

On a motion by Ms. Anderson seconded by Ms. Goldberg the Board voted to approve the minutes for September 9th and 23, 2008. **Vote** Unanimous (5-0)

Draft Revisions Signage:

The Board took up the discussion on the preliminary draft of the zoning by-law Section 5.2 Signage. Ann Constantine of the Design Review Board reviewed the draft dated October 26, 2008. The first part of the discussion included defining signs to include the logo, images, and color combinations of buildings. The Board discussed what constitutes a sign, specifically if corporate colors on a building constitutes a sign. The Board agreed not to include corporate colors on a building as a sign in this draft of the bylaw. Ms. Constantine continued to review the draft. Section 5.2.2 (General regulations) remained unchanged. The next section, Section 5.2.3 (Sign Permit Process), was discussed and the Planning Board wanted to know the current process for an application in order to obtain a sign permit. Mr. Materazzo asked if Ms. Constantine had worked with the Building Inspectors to gather input on the proposed changes. Ms. Schwarz suggested that they talk with the Administrative Secretary for the building division for the current procedure. Ms. Constantine continued to review the draft changes and noted that she wants to eliminate all internally illuminated signs except in the IA and OP zones. Mr. Materazzo encouraged Ms. Constantine to work with local businesses on revising the internally illuminated sign section 5.2.4. so that it would suit everyone's needs. The Board discussed existing

Draft Revisions Signage (cont.):

internally illuminated signs in the industrial districts and the effect that this revision would have on those businesses. The Board does not want to create too many non-conforming signs if the new bylaw is passed. Ms. Schwarz suggested to leave what's allowed in the by-law as-is, and to clarify the existing language that is not clear. Ms. Constantine gave a PowerPoint presentation that displayed images of signs. The Board discussed the definition of a façade. The Board agreed that a definition of façade needs to be defined in the bylaw. The Board continued to discuss signage in detail. Alix Driscoll representing AVIS requested that open space signs be written as simply as possible. The Board suggested that signage in open space areas owned by Avis, Trustees of the Reservation, or other nonprofit organizations be exempt from the sign by-law. Linn Anderson will reformat and edit the draft with the assistance of Lisa Schwarz and Ann Constantine. Lisa Schwarz reviewed the timeline for submission to the warrant in January. The Board decided to continue the discussion for the sign bylaw draft amendment for the Nov. 25th meeting at 7:30 p.m.

Shawsheen River Greenway:

Mr. Materazzo updated the Board on the process of phase I of the Shawsheen River Greenway which would include ½ mile bicycle and pedestrian path along the Shawsheen River as well as two miles of walking trails connecting to Balmoral Street.

Green Advisory Board:

Mr. Materazzo reviewed his memo to the Board dated October 2, 2008 including the role the advisory Board would provide for the Town.

Adjournment: The Board voted to adjourn the meeting at 9:38 p.m.